



# **Community Development Council Durham**

**By-Laws updated and approved**

**September 25, 2024**

## COMMUNITY DEVELOPMENT COUNCIL DURHAM

("CDCD")

### BY-LAW NO. 1

**BE IT ENACTED** as a by-law of CDCD as follows, and all previous By-Laws relating to the transaction of the affairs of CDCD are hereby repealed and replaced by this By-Law No. 1:

#### **ARTICLE I. INTERPRETATION**

**1.1 Definitions** – In this by-law and all other by-laws and resolutions of CDCD, unless the context otherwise requires:

**"Act"** means the Ontario *Not-for-Profit Corporations Act*, 2010, S.O. 2010, c.15, including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted therefor, including the ONCA, as amended from time to time;

**"Articles"** means the original or restated Letters Patent, Supplementary Letters Patent, or articles of amendment continuance, reorganization, arrangement or revival of CDCD, or any other similar documents;

**"Board"** means the board of directors of CDCD;

**"By-Law"** means this by-law and all other by-laws of CDCD as amended and which are, from time to time, in force and effect;

**"Corporation"** means the corporation that has passed these by-laws under the Act or that is deemed to have passed these by-laws under the Act;

**"Director"** means a member of the Board;

**"Ex-officio"** means appointment by virtue of office;

**"Extraordinary resolution"** means a resolution passed by at least eighty-percent (80%) of the votes cast at a meeting of Members;

**"Meeting of Members"** includes an annual meeting of Members and a special meeting of Members;

**"Member"** means a member of the CDCD;

**"Officer"** means an officer of the Corporation;

**"Ordinary resolution"** means a resolution passed by at least a majority of

votes cast on that resolution;

**“Regulations”** means the regulations made under the Act, as amended, restated or in effect from time to time;

**“Special meeting of Members”** means a special meeting of all Members entitled to vote at an annual meeting of Members and a meeting of any class or classes of Members entitled to vote on the question at issue; and

**“Special Resolution”** means a resolution passed by at least two-thirds (2/3) of the votes cast on that resolution.

**1.2 Interpretation** – In the interpretation of this By-Law, unless the context otherwise requires, the following rules shall apply:

- (a) except where specifically defined in this By-Law, words, terms and expressions appearing in this By-Law shall have the meaning ascribed to them under the Act;
- (b) words importing the singular number only shall include the plural and vice versa;
- (c) words in one gender include all genders;
- (d) the word “person” shall mean an individual, body corporate, a partnership, a trust, a joint venture or an unincorporated association or organization;
- (e) the headings used in the By-Law are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions of the By-Law or to be deemed in any way to clarify, modify or explain the effect of any such terms or provisions; and
- (f) except where specifically stated otherwise, references to actions being taken “in writing” or similar terms shall include electronic communication and references to “address” or similar terms shall include e-mail address. It is the intent of CDCD to use electronic communication whenever possible.

### **ARTICLE III. GENERAL**

- 3.1 Registered Office** – The registered office of CDCD shall be situated in Regional Municipality of Durham, Ontario or as otherwise set by the Board.
- 3.2 Corporate Seal** –CDCD may, but need not, have a corporate seal. If adopted, the seal shall be in the form approved from time to time by the Board and the Secretary of CDCD shall be the custodian of the corporate seal.
- 3.3 Fiscal Year** – The fiscal year of CDCD shall end on March 31<sup>st</sup> of each year or as otherwise set by the Board.
- 3.4 Execution of Documents** –Deeds, licenses, contracts, and other written documents (collectively, “**Documents**”) shall be signed on behalf of CDCD in accordance with a signing policy approved by the Board. The Board may also from time to time direct the manner in which and the person or persons by whom Documents generally and/or a particular Document or type of Document shall be executed. Any person authorized to sign any Document may affix the corporate seal to the Document.
- 3.5 Banking** – The banking business of CDCD shall be transacted at such bank, trust company or other firm carrying on a banking business in Canada or elsewhere as the Board may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of CDCD and/or other persons as the Board may by resolution from time to time designate, direct or authorize.
- 3.6 Vacancy of Auditor** – The members shall at each annual meeting of members appoint an auditor to hold office until the close of the next annual meeting of members, provided that the directors may fill any casual vacancy in the office of auditor. The remuneration of the auditor shall be fixed by the Board.
- 3.7 Invalidity of any Provisions of this By-Law** – The invalidity or unenforceability of any provision of this By-Law shall not affect the validity or enforceability of the remaining provisions of this By-Law. If any of the provisions contained in the by-laws are inconsistent with those contained in the articles or the Act, the provisions contained in the articles or the Act, as the case may be, shall prevail.

## **ARTICLE IV. MEMBERS**

**4.1 Entitlement** – Membership in CDCD shall be available only to the Directors. Each person who is elected as a Director shall, effective immediately upon becoming a Director, automatically be admitted as a Member of the Corporation without further action or formality

**4.2 Membership Conditions** – Subject to the Articles, there shall be one (1) class of Members in CDCD. Each Member shall have the right to receive notice of, attend, and vote at each meeting of Members. Each Member shall have one (1) vote.

**4.3 Transferability of Membership** – A Membership cannot be transferred.

**4.4 Termination of Membership** – The rights of a Member lapse and cease to exist when the membership terminates for any of the following reasons:

- (a) the Member dies or resigns;
- (b) the Member is expelled or the Member's membership is otherwise terminated in accordance with the Articles or Section 4.6 below;
- (c) the Member's term of membership expires; or
- (d) CDCD is liquidated or dissolved pursuant to the Act.

Subject to the Articles, upon any termination of membership, the rights of the Member automatically cease to exist.

**4.5 Resignation** – Any Member may resign as a Member by delivering a written resignation to the Secretary, in which case such resignation shall be effective from the date specified in the resignation.

**4.6 Discipline of Members** – The Board shall have the authority to suspend or expel any member of CDCD for any one or more of the following grounds:

- (a) violating any provision of the Articles, By-Law, or written policies of CDCD;
- (b) carrying out any conduct which may be detrimental to CDCD as determined by the Board in its sole discretion or
- (c) for any other reason that the Board, in its sole and absolute discretion, considers to be reasonable, having regard to the purpose of CDCD.

In the event that the Board determines that a Member should be expelled or suspended from membership in CDCD, the Executive Director or such other officer as may be designated by the Board shall provide twenty (20) days' notice of suspension or expulsion to the Member and shall provide written reasons for the proposed suspension or expulsion. The Member may make written submissions to the Secretary or such other officer as may be designated by the Board, in response to the notice received not less than five (5) days before the end of the twenty (20) day-period. In the event that no written submissions are received by the Secretary or such other officer as may be designated by the Board, the Secretary or such other officer as may be designated by the Board may proceed to notify the Member that the Member is suspended or expelled from membership in CDCD. If written submissions are received in accordance with this Section, the Board will consider such submissions in arriving at a final decision and shall notify the Member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The Board's decision shall be final and binding on the Member, without any further right of appeal.

## **ARTICLE V. MEETINGS OF MEMBERS**

- 5.1 Place of Meetings** –Meetings of the Members may be held at any place within Ontario determined by the Board or, if all of the Members entitled to vote at such meeting so agree, outside Ontario.
- 5.2 Annual Meetings**—**The Board shall call an annual meeting no later than fifteen (15) months after the last preceding annual meeting.**

The Board shall call an annual meeting of Members for the purpose of:

- (a) considering the financial statements and reports of CDCD required by the Act to be presented at the meeting;
- (b) electing directors;
- (c) appointing the auditor or, if permitted under the Act, a person to conduct a review engagement; and
- (d) if permitted under the Act, passing an extraordinary resolution to have a review engagement instead of an auditor or to not have an audit or review engagement.

Any other matters of business shall constitute special business and a special meeting will need to be held, however the transaction of special business may be conducted at an annual meeting

**5.3 Special Meetings** – The directors may at any time call a special meeting of Members for the transaction of any business which may properly be brought before the Members. The Board shall call a special meeting of Members on written requisition of Members carrying not less than ten per cent (10%) of the voting rights. If the Board does not call a meeting within twenty-one (21) days of receiving the requisition, any Member who signed the requisition may call the meeting.

**5.4 Notice of Meetings** – Notice of the time and place of a meeting of Members shall be sent to the following:

- (a) to each Member entitled to vote at the meeting (which may be determined in accordance with any record date fixed by the Board or failing which, in accordance with the Act);
- (b) to each director; and
- (c) to the auditor of CDCD or to the person appointed to conduct a review engagement of CDCD.

A notice shall be provided not less than ten (10) days and not more than fifty (50) days prior to the meeting. A notice shall be provided in accordance with the requirements of Article XIII of this By-Law. Notice of a meeting of Members at which special business is to be transacted shall state the nature of that business in sufficient detail to permit the Member to form a reasoned judgment on the business and provide the text of any Special Resolution or By-Law to be submitted to the meeting.

**5.5 Waiving Notice** – A person entitled to notice of a meeting of Members may in any manner and at any time waive notice of a meeting of Members by sending a written waiver to the Secretary, and attendance of any such person at a meeting of Members is a waiver of notice of the meeting, except where such person attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

**5.6 Persons Entitled to be Present** – The only persons entitled to be present at a meeting of Members shall be those entitled to vote at the meeting, the directors, and the auditor of CDCD. Any other person may be admitted only

on the invitation of the Chair of the meeting or with the consent of the meeting.

- 5.7 Chair of the Meeting** – In the event that the Chair and the Vice-Chair are absent, the Members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.
- 5.8 Quorum** – A quorum at any meeting of the Members shall be a majority of the Members. For the purpose of determining quorum, a Member may be present in person, or by teleconference and/or by other electronic means. A quorum must be maintained throughout the meeting.
- 5.9 Telephonic/Electronic Meetings and Participation** – A meeting of the Members may be held by telephonic or electronic means. Any person entitled to attend a meeting of Members may participate in the meeting using telephonic or electronic means that permit all participants to reasonably participate during the meeting if CDCD makes such means available. A person participating through such means is deemed to be present at the meeting.
- 5.10 Adjournment** – The chair of the meeting may, with the consent of the meeting, adjourn the meeting to a fixed time and place; no notice of such adjournment will need to be given to the Members so long as the adjourned meeting takes place within thirty (30) days of the original meeting. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.
- 5.11 Absentee Voting** – In addition to voting in person, every Member entitled to vote at a meeting of Members may vote:
- (a) by appointing a proxy holder or one or more alternate proxy holders who must be Members, as the Member's nominee to attend and act at the meeting in the manner and to the extent and with the authority conferred by the proxy, subject to the following requirements:
    - (i) a proxy is valid only at the meeting in respect of which it is given or at a continuation of that meeting after an adjournment;

- (ii) a Member may revoke a proxy by depositing an instrument or act in writing executed by the Member
  - (A) at the registered office of CDCD no later than the last business day preceding the day of the meeting, or the last business day preceding the day of the continuation of that meeting after an adjournment of that meeting, at which the proxy is to be used, or
  - (B) with the Board Chair on the day of the meeting or the day of the continuation of that meeting after an adjournment of that meeting;
- (iii) a proxy holder or an alternate proxy holder has the same rights as the member by whom they were appointed, including the right to speak at a meeting of Members in respect of any matter, to vote by way of ballot at the meeting, to demand a ballot at the meeting, and to vote at the meeting by way of a show of hands;
- (iv) CDCD shall send, or otherwise make available, a form of proxy to each Member who is entitled to receive notice of a meeting concurrently with or before giving notice of the meeting;
- (v) the name of a proxy holder must be provided to the Secretary at least forty-eight (48) hours before the start of the meeting; and
- (vi) a proxy holder may only represent one (1) Member.

**5.12 Votes to Govern** – All questions proposed for consideration of the Members shall be determined by ordinary resolution of the Members. In case of an equality of votes, the chair of the meeting shall not have a second or casting vote, and the motion will be deemed “not carried”.

**5.13 Show of Hands** –Except where a ballot is demanded, voting on any question proposed for consideration at a meeting of Members shall be by show of hands, and a declaration by the chair of the meeting as to whether or not the question or motion has been carried and an entry to that effect in the minutes of the meeting shall, in the absence of evidence to the contrary,

be evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the motion.

- 5.14 Ballots** – For any question proposed for consideration at a meeting of Members, either before or after a vote by show of hands has been taken, any Member or proxy holder may demand a ballot, in which case the ballot shall be taken in such manner as the chair directs and the decision of the Members on the question shall be determined by the result of such ballot.
- 5.15 Resolution in Lieu of Meeting** – A resolution in writing signed by all the Members entitled to vote on that resolution at a meeting of Members is as valid as if it had been passed at a meeting of the Members. A copy of every resolution referred to above shall be kept with the minutes of meetings of Members.

## **ARTICLE VI. DIRECTORS**

- 6.1 Powers** – The affairs of CDCD shall be managed by a board of directors (the “**Board**”), one of whom may be the Immediate Past Chair (if any), who, as an Ex-officio Director, shall have the same rights as the elected directors. The Board shall consist of the number of directors as specified in the articles. The number of directors may be increased or decreased by Special Resolution.
- 6.2 Qualifications** – The following persons are disqualified from being a director of the CDCD:
- (a) anyone who is less than 18 years of age;
  - (b) anyone who has been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property;
  - (c) anyone who has been found to be incapable by any court in Canada or elsewhere;
  - (d) anyone who is not an individual;
  - (e) anyone who has the status of bankrupt; or

- (f) anyone who is an ineligible individual under the *Income Tax Act* (Canada).

### **6.3 Election and Term –**

The Members shall elect directors by ordinary resolution at each annual meeting at which an election of directors is required. A director must consent in writing to hold office before or within ten (10) days of their election or appointment.

The term of office of each director is two (2) years. A director may be eligible for re-election.

The Chair, as part of their responsibility for the affairs of the Board, shall meet with each Director annually prior to the Annual Meeting to determine whether said Director has the capacity, commitment and desire to continue in their role for the next term.

- 6.4 Nomination to the Board** - Nominations made for the election of directors must be made in accordance with the nominating procedure prescribed by the Board from time to time and must be received at the head office of the Corporation at least twenty-one (21) days prior to the annual meeting of members.

- 6.5 Vacation of Office** – A director ceases to hold office when the director dies, resigns, becomes bankrupt, is found incapable of managing property by a court or under Ontario law, is removed from office by the Members, or becomes otherwise disqualified to serve as director.

- 6.6 Resignation** – A director may resign from office by giving a written resignation to the Secretary (or the Chair, if the director resigning is also the Secretary) and such resignation becomes effective when received by the Secretary or Chair, as appropriate, or at the time specified in the resignation, whichever is later. If a Director::

- (a) misses three (3) consecutive Board meetings; or
- (b) is found by the Board, a court of law, or otherwise, to have violated any provision of applicable law that would have a detrimental impact on the Board, the Articles, the By-Law, or the written policies, codes, or rules of CDCD,

the Director will be asked to resign from the Board, or will be removed by the Members at a Special Meeting of Members.

- 6.7 Removal** –The Members may, by Ordinary resolution passed at a meeting of Members, remove any director from office before the expiration of the

director's term and may elect a qualified individual to fill the resulting vacancy for the remainder of the term of the director so removed, failing which such vacancy may be filled by the Board.

- 6.8 Vacancies** – Subject to Section 6.6, a vacancy on the Board may be filled for the remainder of the term by a qualified individual by Ordinary resolution of the directors.

- 6.9 Remuneration and Expenses** –The directors and officers of CDCD shall not receive remuneration for their duties as a director. Any director or officer of CDCD may receive reimbursement for their expenses incurred on behalf of CDCD.

Notwithstanding the foregoing, no director shall be entitled to any remuneration for services as a director or in another capacity if the Corporation is a charitable corporation, unless the provisions of the Act and the law applicable to charitable corporations are complied with, including Ontario Regulation 4/01 made under the Charities Accounting Act.

- 6.10 Borrowing Powers** – The directors of CDCD may, without authorization of the Members:

- (a) borrow money on the credit of CDCD;
- (b) issue, reissue, sell, pledge or hypothecate debt obligations of CDCD;
- (c) give a guarantee on behalf of CDCD to secure performance of an obligation of any person; and
- (d) mortgage, pledge or otherwise create a security interest in all or any property of CDCD, owned or subsequently acquired, to secure any debt obligation of CDCD.

## **ARTICLE VII. MEETINGS OF DIRECTORS**

- 7.1 Place of Meetings** – Meetings of the Board may be held at the registered office of CDCD or at any other place within or outside of Canada as the

Board may determine.

- 7.2 Calling of Meetings** –Meetings of the Board may be called by the Chair, the Vice-Chair, or any two (2) directors.
- 7.3 Meeting frequency** – The Board shall hold at least six (6) meetings each fiscal year.
- 7.4 Notice of Meeting** – Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Article XIII of

this By-Law to every director of CDCD not less than seven (7) business days before the time when the meeting is to be held. Notice of a meeting shall not be necessary if all of the directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. A notice of meeting need not specify the purpose or the business to be transacted at the meeting.

- 7.5 Quorum** – A majority of the directors constitutes a quorum at any meeting of the Board. For the purpose of determining quorum, a director may be present in person, or by teleconference and/or by other electronic means. A quorum must be maintained throughout the meeting.
- 7.6 Resolutions in Writing** – A resolution in writing, signed by all the directors entitled to vote on that resolution at a meeting of directors or of a committee of directors, shall be as valid as if it had been passed at a meeting of directors or committee of directors. A copy of every such resolution in writing shall be kept with the minutes of the proceedings of the directors or committee of directors.
- 7.7 Participation at Meeting by Telephone or Electronic Means** – A director may, if all directors agree and have provided their consent, participate in a meeting of directors or of a committee of directors using telephonic or electronic means that permits all participants to communicate simultaneously and instantaneously with each other during the meeting. A director participating in the meeting by such means shall be deemed for the purposes of the Act to have been present at that meeting.
- 7.8 Chair of the Meeting** – In the event that the Chair and the Vice-Chair are absent, the directors who are present shall choose one of their number to chair the meeting.
- 7.9 Votes to Govern** – At all meetings of the Board, every question shall be decided by a majority of the votes cast on the question. Each director shall have one (1) vote. In case of an equality of votes, the chair of the meeting shall not have a second or casting vote. Directors may not appoint proxies to attend meetings in their stead. The Board may invite or permit any person to attend or to speak at any meeting of the Board, but only the directors will have the right to vote at such meeting.

## **ARTICLE VIII. OFFICERS**

- 8.1 Appointment** –The following officers of CDCD shall be appointed by the Board of Directors at each Board meeting immediately following the annual meeting of the Members: The President (who, for the purposes of these By-Laws, shall be referred to as the “Chair”), the Vice-Chair, the Secretary, and the Treasurer. The Board may appoint additional officers, from time to time.
- 8.2** The Immediate Past-Chair may be appointed as an ex-officio officer..
- 8.3** Each officer must be a director. Two or more offices may be held by the same person, other than the offices of Immediate Past-Chair, Chair, and Vice-Chair.

## **ARTICLE IX. OFFICERS**

The powers and duties of the officers of CDCD shall as the terms of their engagement call for as the Board requires of them. The Board may from time to time and subject to the Act, vary, add to or limit the powers and duties of any officer.

- 9.1 Vacancy in Office** – An officer shall hold office until the earlier of:
- (a) the officer’s successor being appointed;
  - (b) the officer’s resignation;
  - (c) the removal of the officer by resolution of the Board;
  - (d) such officer ceasing to be a director, if necessary to hold such position; or
  - (e) such officer’s death.

If the office of any officer of CDCD shall be or becomes vacant, the directors may, by resolution, appoint a person to fill such vacancy.

- 9.2 Remuneration of Officers** – The remuneration of all officers appointed by

the Board shall be determined in accordance with Section 6.8.

## **ARTICLE X. DUTIES OF THE EXECUTIVE DIRECTOR**

- 10.1** The Executive Director shall be responsible to the Board for the management of the affairs of CDCD as directed by the Board from time to time. The Executive Director's duties include the exercise of the authority delegated to the Executive Director by the Board through Board policies for the operation of CDCD, and the Executive Director shall be accountable to the Board. The Executive Director may be appointed as an officer of the Corporation.
- 10.2** In the case of absence or inability to act of the Executive Director, or for any other reason that the Board may deem sufficient, the Board shall delegate all or any of the powers of the Executive Director as prescribed in an

established succession plan; or in the absence of such plan, to one or more member(s) of CDCD's administration for the time being,

## **ARTICLE XI. COMMITTEES**

**11.1** The Board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the Board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Board may from time to time make. Any committee member may be removed by resolution of the Board. The chairperson of each committee shall be a director. Any committee composed of one or more non-directors may not be delegated any of the powers of the Board but shall only act in an advisory capacity.

## **ARTICLE XII. PROTECTION OF DIRECTORS, OFFICERS AND OTHERS**

**12.1 Standard of Care** – Every director and officer of CDCD, in exercising such person's powers and discharging such person's duties, shall act honestly and in good faith with a view to the best interests of CDCD and shall meet the standard of care required by the common law and the Act, which shall be no less than the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Every director and officer of CDCD shall comply with the Act, the regulations, Articles, and By-Law.

**12.2 Indemnification of Directors and Officers** –CDCD shall indemnify each former and present director and officer of CDCD, and each other individual who acts or acted at CDCD's request as a director or officer or in a similar capacity of another entity, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by such person in respect of any civil, criminal, administrative, or investigative action or other proceeding in which the individual is involved because of that association with CDCD or other entity if:

- (a) the person acted honestly and in good faith with a view to the best interests of CDCD or, as the case may be, to the best interests of the other entity for which the individual acted as director or officer or in a similar capacity at CDCD's request; and

- (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, the person had reasonable grounds for believing that the conduct was lawful.

CDCD may indemnify such person in all such other matters, actions, proceedings and circumstances as may be permitted by the Act or the law. Nothing in this By-Law shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of this By-Law.

**12.3 Insurance** – Subject to the Act, CDCD shall purchase and maintain insurance for the benefit of any person entitled to be indemnified by CDCD pursuant to Section 12.2 against any liability incurred by the individual in the individual's capacity as a director or an officer of CDCD; or in the individual's capacity as a director or officer, or in a similar capacity, of another entity, if the individual acts or acted in that capacity at CDCD's request. CDCD may not purchase insurance unless CDCD complies with the *Charities Accounting Act* or a regulation made thereunder that permits the purchase of such type of insurance.

**12.4 Advances** – With respect to the defense by a director or officer or other individual of any claims, actions, suits or proceedings, whether civil or criminal, for which CDCD is liable to indemnify a director or officer pursuant to the terms of the Act, the Board may, if permitted by the Act, authorize CDCD to advance to the director or officer or other individual such funds as may be reasonably necessary for the defense of such claims, actions, suits or proceedings upon written notice by the director or officer to CDCD disclosing the particulars of such claims, actions, suits or proceedings and requesting such advance. The director or officer shall repay the money advanced if the director or officer is required to do so by the Act.

## **ARTICLE # – CONFLICT OF INTEREST**

### **Conflict of Interest**

A director or officer who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the Corporation shall make the disclosure required by the Act. Except as provided by the Act, no such director shall attend any part of a meeting of directors or vote on any resolution to approve any such contract or transaction.

## **ARTICLE XIII. NOTICES**

**13.1 Method of Giving Notices** – Any notice (which term includes any communication or document) to be given to a Member, director, officer, member of a committee of the Board, or the auditor shall be sufficiently given if given by mail, courier or personal delivery, or by an electronic, telephonic, or other communication facility.

A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of electronic or similar communication shall be deemed to have been given when delivered to the appropriate electronic server or equivalent facility. The Secretary may change or cause to be changed the recorded address of any Member, director, officer, auditor, or member of a committee of the Board in accordance with any information believed by the Secretary to be reliable. The declaration by the Secretary that notice has been given pursuant to this By-Law shall be sufficient and conclusive evidence of the giving of such notice. The signature of any director or officer of CDCD to any notice or other document to be given by CDCD may be written, stamped, type-written or printed or partly written, stamped, type-written or printed.

- 13.2 Omissions and Errors** – The accidental omission to give any notice to any Member, director, officer, member of a committee of the Board or auditor, or the non-receipt of any notice by any such person where CDCD has provided notice in accordance with the By-Law, or any error in any notice not affecting its substance, shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

- 13.3 Waiver of Notice** – Any person entitled to notice may waive or abridge the time for any notice required to be given to such person, and such waiver or abridgement, whether given before or after the meeting or other event of which notice is required to be given shall cure any default in the giving or in the time of such notice, as the case may be. Any such waiver or abridgement shall be in writing.

#### **ARTICLE XIV. DISPUTE RESOLUTION**

- 14.1 Mediation and Arbitration** – Disputes or controversies among Members, directors, or officers of CDCD are to be resolved in accordance with mediation and/or arbitration as provided in Section 14.2.
- 14.2 Dispute Resolution Mechanism** – In the event that a dispute or controversy among Members, directors, or officers of CDCD arising out of or related to the Articles or By-Law, or out of any aspect of the operations of CDCD, is not resolved in private meetings between the parties then without prejudice to or in any other way derogating from the rights of the Members, directors, or officers of CDCD as set out in the Articles, By-Law or the Act, and as an alternative to such person instituting a law suit or legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:
- (a) The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one (1) mediator, the other party appoints one (1) mediator, and the two (2) mediators so appointed jointly appoint a third mediator. The three (3) mediators will then meet with the parties in question in an attempt to mediate a resolution between the parties.
  - (b) The number of mediators may be reduced from three (3) to one (1) or two (2) upon agreement of the parties.
  - (c) If the parties are not successful in resolving the dispute through mediation, then the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in accordance with the laws of the Province of Ontario. All proceedings relating to arbitration shall be kept confidential and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.

All costs of the mediators appointed in accordance with this Section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this Section shall be borne by such parties as may be determined by the arbitrators.

#### **ARTICLE XIV. BY-LAW AND EFFECTIVE DATE**

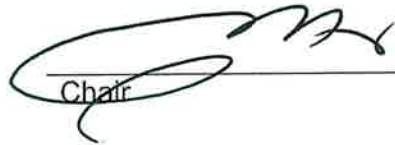
**15.1 By-Law and Effective Date** – Subject to the Articles, the Board may, by resolution, make, amend or repeal any By-Law that regulate the activities or affairs of the CDCD. Any such By-Law, amendment or repeal shall be effective from the date of the resolution of the Board until the next meeting of Members where it must be confirmed, rejected or amended by the Members by Ordinary resolution. If the By-Law, amendment or repeal is confirmed or confirmed as amended by the Members it remains effective in the form in which it was confirmed. The By-Law, amendment or repeal ceases to have effect if it is not submitted to the Members at the next meeting of Members or if it is rejected by the Members at the meeting.

This Section does not apply to a By-Law amendment that requires a Special Resolution under the Act because such By-Law amendments are only effective when confirmed by the Members.

Upon the enactment of this By-Law, all previous By-Laws of the CDCD shall be repealed. Such repeal shall not affect the previous operation of any By-Law or affect the validity of any act done or right or privilege, obligation, or liability acquired or incurred under, or the validity of any contract or agreement made pursuant to, or the validity of any Letters Patent of the CDCD obtained pursuant to, any such By-Law pursuant to its repeal. All directors, officers, and person acting under any By-Law so repealed shall continue to act as if appointed under the provisions of this By-Law and all resolutions of the Members and of the Board with continuing effect passed under any repealed By-Law shall continue as good and valid except to the extent inconsistent with this By-Law and until amended or repealed.



**ENACTED** this 25<sup>th</sup> day of September, 2024.

  
Chair

  
Secretary

**CONFIRMED** by the Members this 25<sup>th</sup> day of September, 2024.

\_\_\_\_\_  
Chair

  
Secretary